

SHIFT COMMANDER'S
INCIDENT NOTIFICATION PROTOCOL

	GENERAL HEADQUARTERS CHIEF PIO (IMMEDIATELY)	TROOP COMMANDER & PIO (IMMEDIATELY)	DISTRICT COMMANDER & PIO (IMMEDIATELY)	SHIFT COMMANDER & PIO (IMMEDIATELY)	BUREAU OF INVESTIGATIONS (Region Captain)
TROOPER'S DEATH	X	X	X	X	X
DIVISION EMPLOYEE'S DEATH	X	X	X	X	X
DEATH OF RETIRED MEMBER	X	X	X	X	
DEATH OF DIVISION MEMBER'S FAMILY	X	X	X	X	
SERIOUS INJURY TO DIVISION MEMBER	X	X	X	X	X (IF CRIMINAL ACT INVOLVED)
DEATH OR SERIOUS INJURY OF A LAW ENFORCEMENT OFFICER WITH ANOTHER AGENCY		X	X	X	X
SHOOTING INCIDENT INVOLVING FHP	X	X	X	X	X
RIOTS OR CIVIL UNREST WITHIN TROOP	X	X	X	X	X
ARREST OF ANY DIVISION EMPLOYEE WITHIN THE TROOP	X	X	X	X	X
CITIZENS COMPLAINTS ALLEGING SERIOUS MISCONDUCT OR CRIMINAL ACTIVITY	X	X	X	X	X
SERIOUS PATROL CAR CRASHES		X	X	X	
PURSUIITS RESULTING IN DEATH OR INJURY TO TROOPER OR CITIZEN(S)	X	X	X	X	X

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PURSUIITS RESULTING IN DAMAGE TO DIVISION VEHICLE OR OTHER PROPERTY		X	X	X	
NATURAL DISASTERS RESULTING IN DEATHS, INJURIES OR MAJOR PROPERTY DAMAGE	X	X	X	X	
MAJOR AIRCRAFT CRASH	X	X	X	X	
USE OF CONTROL RESULTING IN SERIOUS INJURY TO TROOPER OR SUSPECT	X	X	X	X	X
ANY INCIDENT IN WHICH CHIEF LAW ENFORCEMENT OFFICIALS BECOME IMMEDIATELY INVOLVED	X	X	X	X	
SERIOUS ILLNESS OR HOSPITALIZATION DIVISION MEMBER OR THEIR FAMILY	X	X	X	X	
WEAPONS DISCHARGE		X	X	X	X
MAJOR DRUG ARRESTS AND CASH SEIZURES		X	X	X	
ALL SERIOUS ON THE JOB INJURIES		X	X	X	
ROUTINE DRUG ARRESTS, CASH SEIZURES AND VEHICLE SEIZURES				X	

ADDENDUM 17.14 – 20

POLICY 17.14 - 27

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ALL MAJOR ROAD CLOSURES ALL HAZARDOUS MATERIALS INCIDENTS		X	X	X	
ALL OTHER CRITICAL INCIDENTS (IE: SERIOUS CRASHES INVOLVING BUSES, SCHOOL BUSES, TRAINS, ETC.)			X	X	
ANY INCIDENT WHICH MAY REQUIRE SOMEONE TO ADDRESS DIVISION POLICY WITH THE MEDIA OR THAT MAY GENERATE ADVERSE PUBLICITY FOR THE DIVISION	X	X	X	X	
BURGLARY OR VANDALISM OF ANY DEPARTMENT VEHICLE OR BUILDING		X	X	X	X
ALL DEPARTMENT VEHICLE CRASHES*			X	X	

* IF THE DEPARTMENT VEHICLE CRASH IS MINOR, THE SHIFT COMMANDER SHALL MAKE A JUDGEMENT AS TO A REASONABLE TIME TO NOTIFY THE DISTRICT COMMANDER.

IN THE EVENT THE DEPARTMENT VEHICLE CRASH IS MORE SERIOUS IN NATURE, THE DISTRICT COMMANDER SHALL BE NOTIFIED. IF THE CRASH OCCURS ON A HOLIDAY OR WEEKEND, THE ON-CALL CAPTAIN SHALL BE NOTIFIED. THIS WILL SATISFY THE DISTRICT COMMANDER NOTIFICATION REQUIREMENT.

THE ON - DUTY SHIFT COMMANDER SHALL BE THE INITIAL NOTIFICATION CONTACT FOR ALL OF THE EVENTS LISTED ON THIS CHART. THE RESPONSIBILITY OF MAKING THE APPROPRIATE NOTIFICATIONS THROUGH THE CHAIN OF COMMAND IS VESTED IN THE SHIFT COMMANDER'S RESPONSIBILITY, UNTIL AN OFFICER OF HIGHER RANK DESIGNATES OTHERWISE.

ADDENDUM 17.14 – 21

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